



Shift Supervisor, EMS (2107)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 21

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to render aid to the sick and injured, to supervise shift operations, and to ensure personnel, equipment and supplies are prepared for emergencies.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: coordinates with supervisor regarding shift assignments; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Provides emergency care to sick and injured: administers pharmaceuticals; recognizes cardiac rhythms; and transports to appropriate facility for further care.

Coordinates and supervises the training and development of Paramedics and Emergency Medical Technicians: instructs and directs subordinates regarding proper procedures and protocol of the department, emergency medical methods, etc.; and inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Supervises and participates in maintaining a state of readiness/preparation for emergency response: checks/maintains stock of equipment and supplies on ambulances; re-loads equipment and supplies following response to emergency calls; and supervises the preparation and testing of equipment and supplies for subsequent emergencies.

Supervises and participates in general maintenance tasks necessary to keep vehicles, buildings, quarters, apparatus, equipment and tools in operable condition: inspects and tests equipment; replaces fluids and greases equipment; replaces parts; washes and cleans equipment, cleans quarters, and performs grounds maintenance; monitors equipment operations to maintain efficiency and safety; and reports faulty equipment for necessary maintenance work.

Oversees reports after each ambulance run: checks all EMS run reports are accurate and complete; and ensures billing information is complete.

Performs public relations duties: provides emergency services information to the community; and makes presentations to schools and community groups.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures: maintains and awareness of new equipment, procedures, trends and advances in the profession; participates in physical fitness training, training drills and other continuing education activities; and facilitates and attends shift meetings, workshops and seminars as appropriate.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required, with vocational or technical training in emergency medical services; supplemented by five years of experience as an Emergency Medical Technician; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Emergency Medical Technician and Paramedic certifications.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments. Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, fire, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, disease, pathogenic substances, or rude/irate customers.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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